



## MEMORANDUM

**TO:** Public School Superintendents

**FROM:** Pete Baxter, Office of School Transportation and Emergency Planning

**DATE:** July 1, 2009

**SUBJECT:** Update on Senate Enrolled Act 228 regarding post-trip inspection of school and special purpose buses and reporting of students or passengers left on the bus to the Department of Education.

The purpose of this memo is to provide an update on Senate Enrolled Act No. 228, P.L. No. 39-2009, that goes into effect on July 1, 2009 pertaining to the post trip inspection of a school or special purpose bus interior for any remaining students or passengers. The Act creates a new section in the Indiana Code found at I.C. 9-21-12-19. Follow this link to view the Act.  
<http://www.in.gov/legislative/bills/2009/PDF/SE/SE0228.1.pdf>

Although there is no definition of ‘trip’ in the legislation it should be viewed in a plain and literal context – if a student or passenger is transported on a school or special purpose bus an inspection of the bus’ interior for remaining occupants is completed prior to the operator exiting the vehicle.

Our training position and recommendation is for the operator to complete the inspection at the earliest and most feasible opportunity following the departure of the last student or passenger. In the event a student or passenger is still on the bus they are discovered sooner rather than later.

Any instance of a student or passenger being left on the bus must be reported to the superintendent or superintendent’s designee immediately after the incident occurred. Then within five working days of incident the superintendent or superintendent’s designee shall make a report to the Department of Education.

The report is electronically completed using DOE Online at <https://dc.doe.state.in.us/doeonline/login.aspx>. To complete a report you must have ‘corporation administrator’ permission in DOE Online. For assistance with creating an account or determining if you have access to the report please send email to [sts\\_support@doe.in.gov](mailto:sts_support@doe.in.gov).

Completing the brief report is intuitive with point click data fields and some fields are pre-populated when the report is opened. An instructional guide is available on the Office of School Transportation and Emergency Planning website at [www.doe.in.gov/safety](http://www.doe.in.gov/safety).

Should you have questions or need additional information please free to contact me at 317-232-0891, by email to [pbaxter@doe.in.gov](mailto:pbaxter@doe.in.gov) or Tobi Gummer at 317-232-0890 or by email to [tgummer@doe.in.gov](mailto:tgummer@doe.in.gov).